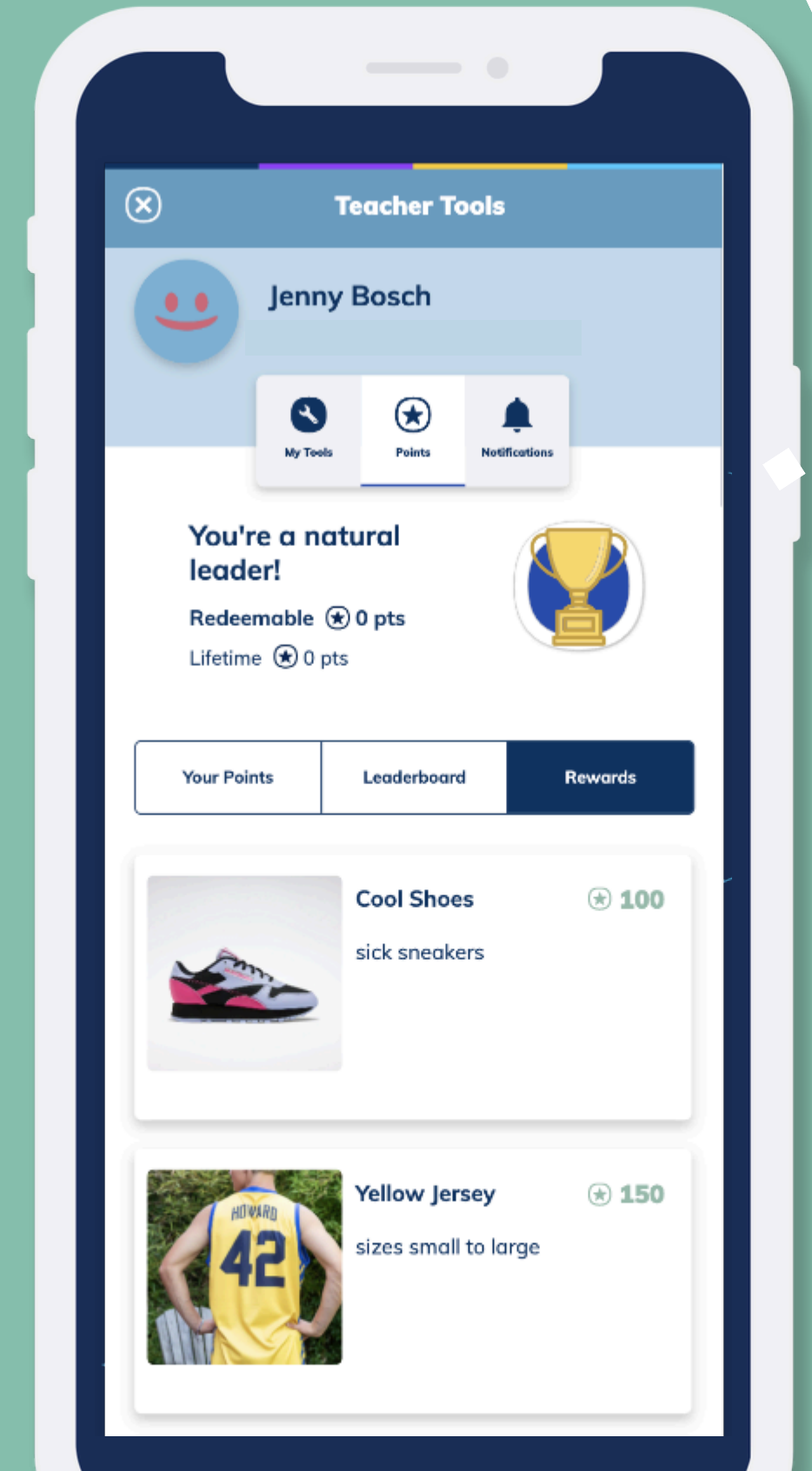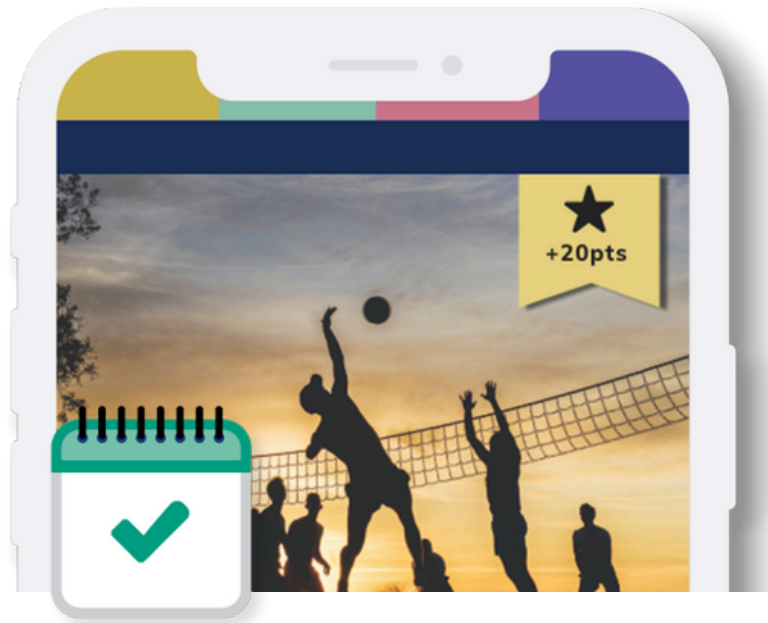# MiNGA

Manage Your Points & Rewards Program with Minga

A quick guide for school administrators on setting up and managing your points and rewards program with Minga.
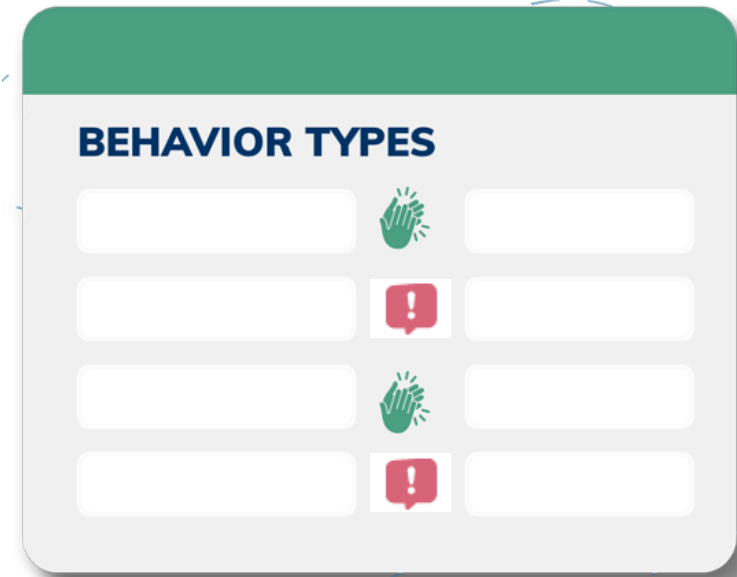
MINGA 7.0

Steps for a successful points and rewards program

ENGAGEMENT

Bring your community together with events, polls & challenges available to all.

School Participation

BEHAVIORS

BEHAVIOR TYPES

Recognize students and their behavior through creating & assigning Praise behaviors.

Behaviors

TEAMS

Create teams and see their progress on the leaderboard!

REWARDS

Record participation and reward students with redeemable points.

This Guide

Points and rewards are integral to school participation

Establishing a points and rewards program for students will encourage them to improve their academic performance, and the attainment of awards will foster a stronger sense of participation and community towards your school.

The more students strive towards rewards, the more likely they are to develop good behaviors without even realizing it.

Rewards lead to renewed interest which in turn increases effort and results.
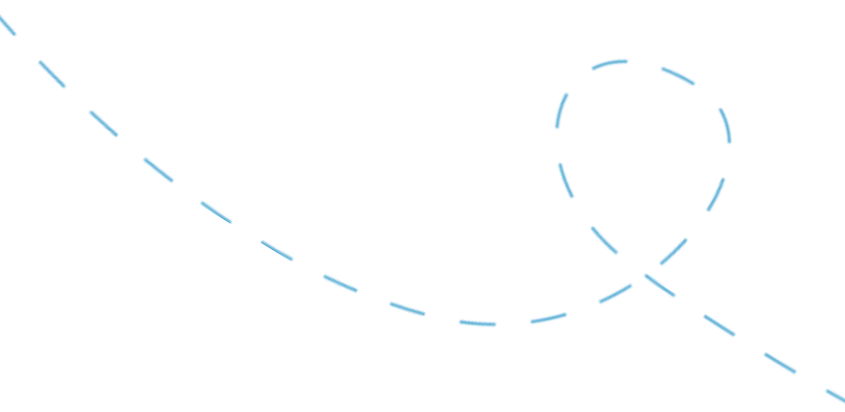
Enable your points, rewards and leaderboard settings

To begin implementing your points and rewards program in Minga the first thing you will want to do is enable the leaderboard, enable rewards and decide who can manage points and rewards in the settings tab of Points Manager.

You can add Points Managers which allows them to update and create teams, access reporting, update and give rewards and access the dashboard.

Points Teams Reports Rewards Settings

Permissions Settings

Teachers can manage points ⑦

Staff can manage points ⑦

Points Manager List ⑦   1

Point Report Viewers ⑦   2

Leaderboard Settings

Enable leaderboard

Show individual points on leaderboard

Show team points on leaderboard

Rewards Settings

Enable rewards

Teachers can manage rewards

Staff can manage rewards

Set up your teams and view their progress on the Leaderboard

Ignite school spirit on campus by creating teams in Points Manager to promote participation and create healthy competition in your school community.

You can view their progress on the Leaderboard located in **My Tools** > **Points** > Leaderboard.

Create rewards

Creating rewards in Minga allows for rewards or prizes that students can redeem points for.

Created rewards appear in Minga which allow points managers to have a place to create a rewards inventory with each item having their own 'Points Cost'.

Points Teams Reports Rewards Settings

Create Reward

Name   Edit   Active

Candy   ✎   ⬤

Cool Shoes   ✎   ⬤

Yellow Jersey   ✎   ⬤

                                         ✎   ⬤

                                         ✎   ⬤

Create Reward   ✕

Change

Reward Name
Candy

Description (optional)
Assorted Candy

Point Cost   5 ⬍

Cancel   Create

View and redeem rewards

Points earned within Minga can be redeemed for rewards to provide incentives for participation, engagement and positive behaviors.

Teachers and Staff can view rewards available in their **My Tools** by clicking on **Points** then the **Rewards** tab.

Points Managers have the ability to redeem points for students under '**Redeem Points**' located in **My Tools**. This allows for a student to choose a reward and redeem their points to 'pay' for the reward.

Monitor your points program

Check the 'Points History' in the 'Reports' tab of Points Manager to see how well your points and rewards program is performing.

This report shows the points earned as a result of helpful behaviors and school participation. See which students are being recognized the most and which teachers and staff are the most engaged in the program.

Points History ⌄ Last 30 Days ⌄ | Name, ID Number or Email 🔍 |

| Grade ⌄ | Teams ⌄ | **Apply filters** **Clear filters** |

⬆ Export list   Column settings ⌄

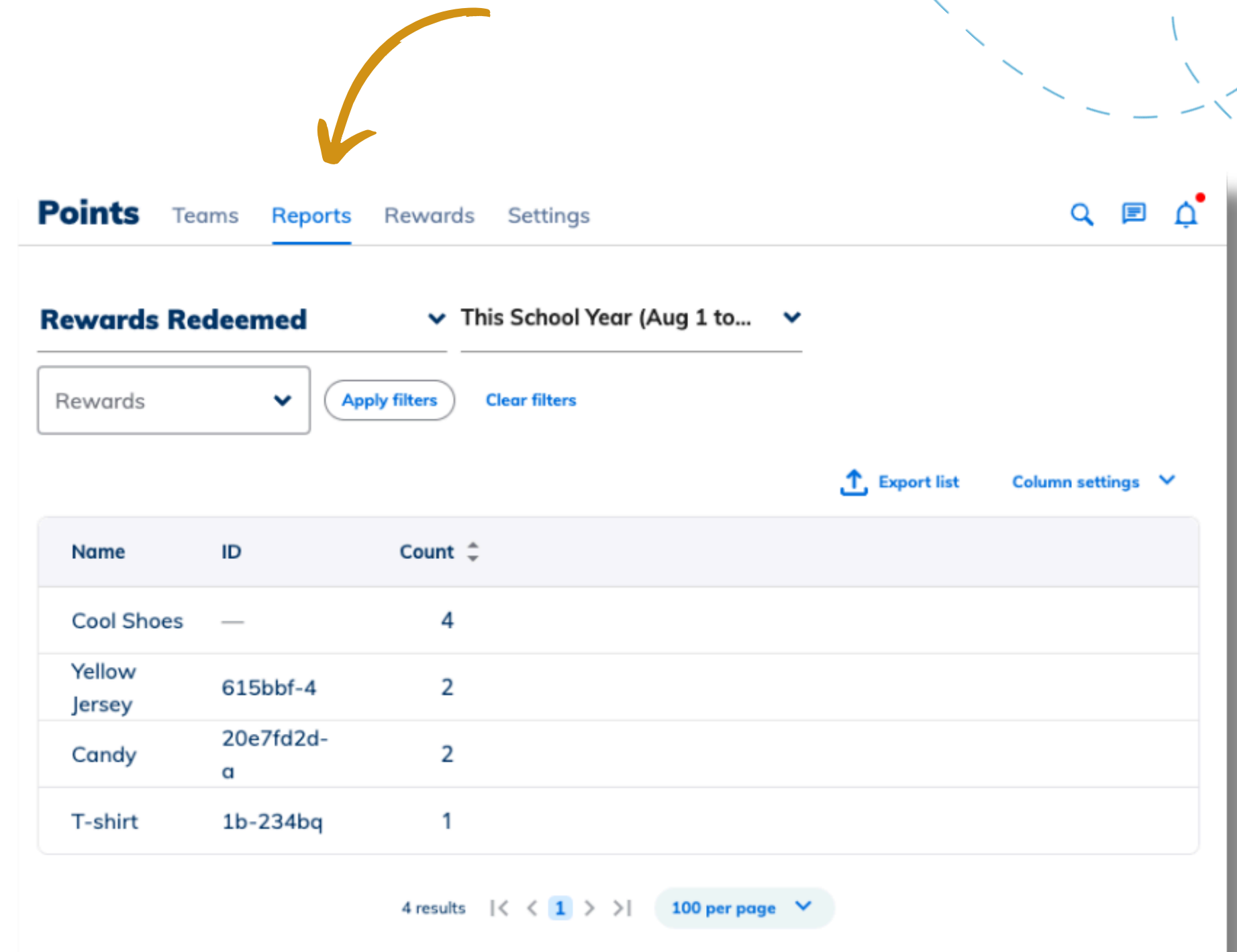| Name	ID Number	Assigned by	Reason	Points ⬍	Date ⬍		
Camilla Student	600000600	Luis Lucio	Kindness	5	Dec 04, 2023	📊	🔲
Bonnie Student	—	Luis Lucio	Kindness	5	Dec 04, 2023	📊	🔲
Arham Student	600000700	Luis Lucio	Kindness	5	Dec 04, 2023	📊	🔲
Jeff Student	600000500	Automation	A Gold Star	100	Dec 04, 2023	📊	🔲
Jeff Student	600000500	Jeff Harris	Counsellor Visit	100	Dec 04, 2023	📊	🔲

Step 5

Monitor your points program

Points History Report

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Rewards Redeemed Report

Another report titled '**Rewards Redeemed**' is also available from Points. This helps owners and managers see which rewards have been redeemed most frequently, indicating the popularity of each item.

Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host **weekly training sessions** on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

MINGA HELP CENTER

Sign in to Minga at app.minga.io and click on the Help Center to access all resources;

- Video Tutorials
- PDF Guides
- Webinars
- Live Training Sessions

app.minga.io

Help Center
Welcome to the Minga Help Center. Ask a question or explore the help materials.

What are you looking for?

Resources by Manager

People Manager

ID Manager

Hall Pass Manager

Community & Communication

Check In Manager

Behavior Manager

Points Manager

Minga Support

Live Training Calendar